

HELPFUL HINTS FOR NIO PRODUCTION

Presentations and Production Branch tries to provide the best possible service to the NIOs. The following comments are offered to that end.

A. First, as soon as a paper is laid on, let us know when it is likely to be coming, its probable length, and the general deadline. If it's a particularly busy time, we may have to make adjustments so as to meet your needs.

B. Let us know even if other offices are to be handling typing--sometimes questions come to us.

C. Tell us of any changes in your plans as soon as they develop.

D. When you give us enough time, we will be glad to "light-edit" the paper for coherence, spelling, and punctuation, consistency of usage and the like. This will at least catch errors produced by the coordination process, where one sentence is changed without anyone noticing that others need to be altered in order to fit in with the new one. We can, of course, do a much broader editing if you wish, within limits of deadline and our own time.

E. When delivering your paper to P&P, please specify:

1. Precise classification
2. Dissemination ("B" distribution to Representatives; "A" going before USIB; or any special requirements)
3. Any desired departures from standard format.
4. Deadline (Here lead time is crucial if the paper is to go out on regular courier runs. These are at 8:30 a.m. and 1:30 p.m. for TS, Secret, etc.; 10:00 a.m. and 2:00 p.m. for TK; 6:00 a.m. and 1:30 p.m. for SI.) Depending on other priorities, the

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best we can do is about 40 pages in a morning or afternoon, including proofing and reproduction, plus time for registry to prepare for mailing.

F. Except for major rewrite jobs, please make corrections on the most recent tape-type copy, rather than submit your own retyped pages. This will enable us to locate new or revised passages much more quickly.

G. As for graphics, the following procedures ought to prevail:

1. Please let us know (we will call graphics) as early as graphic requirements are known.

2. We will arrange a meeting with CD/V personnel [redacted] with draft of text and new data to plan design and format and establish target deadline.

3. Upon construction of graphics, a review of plates for final corrections (all interested parties at one time) will be arranged. A one time final edit is very desirable.

NOTE: For graphics in an estimate, we suggest only one color diazo proofs for concurrence of interagency representatives. Multi-copy offset paper proofs are expensive, and should be used only for the most important meetings. Proofing requires more time, so this factor should be considered in target date planning.

4. A senior officer (hopefully an NIO) should be designated to sign off, substantively, on the graphics for each project, and he should affect internal and external coordination.

5. If graphics are need for a briefing (VUGRAPHS or boards), please alert us as soon as possible. We will arrange a meeting with Visual Information Specialists on details, and for review of the product for final touchup.

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Office of Central Intelligence

11 March 1974

TO : All NIOs  
SUBJECT: Helpful Hints for NIO Production

Attached is a note by [ ] on NIO production procedures which expands upon the "Procedures for SNIE, NIE, NIAM Typing, Reproduction, and Distribution" distributed earlier. Once again I encourage each of you to take advantage of his shop's capacity for typing drafts and finished pieces as well as its capability for "light-editing."

[ ]  
George A. Carver, Jr.  
D/DCI/NIO

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<b>TRANSMITTAL SLIP</b>		DATE 7 March 1974
TO: Mr. Carver		
ROOM NO. 7 E 62	BUILDING Headquarters	
REMARKS:  This is the little SOP that I mentioned last week. It's been coordinated with Graphics and with [REDACTED] You said last week you would be willing to put a buck tag on it and distribute it to the team. If you want to do that, I have lots of copies.  [REDACTED]		
FROM: [REDACTED]		
ROOM NO. 7 E 48	BUILDING	EXTENSION 6351

FORM NO. 241  
1 FEB 55

REPLACES FORM 36-8  
WHICH MAY BE USED.

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